

# CITY OF BEAVERTON

## Court Administrator

### General Summary

Manage the administrative operation of the City's Municipal Court.

### Key Distinguishing Duties

Overall responsibility for managing the staff and the operation of the City's Municipal Court including hiring employees; responding to grievances and overseeing the disciplinary process as needed.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Supervise staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
2. Supervise Municipal Court operations under general direction within broadly stated goals and objectives to manage the overall support operation of the court. Develop, review, approve and implement section work plans, services, policies, procedures and reports to ensure statutory requirements are met. Set performance standards. Serve as a member of the Department management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Ensure court calendars are managed appropriately.
3. Forms community partnerships to increase effectiveness of court and related community initiatives by seeking involvement and participation and through ongoing dialog with businesses and government officials. Identifies concepts, develops proposals, and initiates programs to improve justice systems. Provide community leadership in the assessment, design and delivery of local justice services and programs.
4. Represents the court to the bar, other governmental agencies and officials, other courts and the public. Explains and interprets judicial processes, court policies and procedures.
5. Work with City to resolve facilities issues and assure appropriate court security.
6. Manage the court information system including maintenance and updates. Plan for the acquisition of new technological resources including data processing and other multimedia tools.
7. Develop or supervise the development of reports that accurately track court statistics.

8. Lead or participate in project teams that impact court operations.
9. Contract with individuals for court required services. Authorize payments to contractors and consultants.
10. Prepare, recommend and monitor budget for section. Provide explanation for variances.
11. Comply with established procedures and policies regarding records management.
12. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
13. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
14. Produce an acceptable quantity and quality of work that is completed within established timelines.
15. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
16. Represent the Municipal Court and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
17. Assure coordination among state and local government, members of the Judiciary, members of the bar, other outside agencies, and other departments within the City.
18. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
19. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
20. Participate in the City Emergency Management program including classes, training sessions and emergency events.
21. Follow standards as outlined in the Employee Handbook.
22. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

## **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

## **Knowledge Required**

- ◆ Advanced knowledge of imaging and document scanning process and systems as they relate to court processes.
- ◆ Advanced knowledge of Law Enforcement Data Systems (LEDS).
- ◆ Expert knowledge of the practices and principles of Municipal Court operations and procedures.
- ◆ Advanced knowledge of the laws and regulations governing Municipal Courtroom operation procedures.
- ◆ Expert knowledge of jury selection and management.
- ◆ Advanced knowledge of records management.
- ◆ Expert knowledge of cash handling and reconciliation operations and procedures.
- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to Municipal Court operations and procedures.
- ◆ Working knowledge of public purchasing, and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.

## **Skills/Abilities Required**

- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to successfully manage the operations and budget of a division.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Expert ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Advanced ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing, spreadsheet programs and other automated systems as required for position.

## **Minimum Qualifications Required for Entry**

Bachelor's degree in Business, Public Administration, or closely related field, and 5 years experience in a legal or court setting, including 3 years experience in a supervisory or lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

## **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Law Enforcement Data System (LEDS) certification.
- ◆ Notary public desirable.

## **Working Conditions**

Positions in this class typically require regular focus on a computer screen; daily use of a keyboard or similar device; daily dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

## **Classification History**

As of 10/97: Clerk of the Court  
Revised: 1/98  
New class specification title 1/98: Clerk of the Court  
Revised Title: Court Administrator, 8/00  
Revised class specification: 02/02  
Revised: 11/04  
Revised 1/1/09

Status: M2  
FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date